



Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity under the TPDES General Permit

TCEQ Office Use Only

TPDES Permit Number: TXR15|_|_|_|_|_|

GIN Number: |_|_|_|_|_|_|_|_|_|_|

Fee Receipt No. _____

IMPORTANT:

- Use the attached **INSTRUCTIONS** when completing this form.
- After completing this form, use the attached **CUSTOMER CHECKLIST** to make certain all items are complete and accurate.
- Missing, illegible, or inaccurate items may delay final acknowledgment or coverage under the general permit.

Application Fee: You must submit the \$100 NOI Application Fee to TCEQ under separate cover (see instructions) using the attached Application Fee submittal form. (DO NOT SEND A COPY OF THE NOI WITH THE APPLICATION FEE SUBMITTAL FORM)

Tell us how you paid for this fee:

Check/Money Order No.:

Name Printed on Check:

A. OPERATOR

1. TCEQ Issued Customer Number (CN) (if available):

2. Legal Name (spelled exactly as filed with the Texas Secretary of State, County, or legal document that was used in forming the entity):

3. Mailing Address:

Suite No./Bldg.No.:

City:

State:

ZIP Code:

4. Phone No.: () -

Extension:

5. FAX No.

E-mail Address:

6. Type of Operator:

Individual

Sole Proprietorship-D.B.A.

Partnership

Corporation

Federal Government

State Government

County Government

City Government

Other: _____

7. Independent Operator: **G** Yes **G** No (If governmental entity or a subsidiary or part of a larger corporation, check "NO")8. Number of Employees: **G** 0-20; **G** 21-100; **G** 101-250; **G** 251-500; or **G** 501 or higher

9. Business Tax and Filing Numbers (not applicable to Individuals, Government, General Partnerships, and Sole Proprietorship-D.B.A.):

State Franchise Tax ID Number: _____ Federal Tax ID: _____

TX SOS Charter (filing) Number: _____ DUNS Number: _____ (If known)

B. BILLING ADDRESS (The Operator is responsible for paying the annual fee.)

G Same As Operator (check if address is the same, then proceed with Section C.)

1. Billing Mailing Address:

Suite No./Bldg.No.:

City:

State:

ZIP Code:

2. Billing Contact (Attn or C/O):

3. Country Mailing Information (if outside USA) Territory:

Country Code:

Postal Code:

4. Phone No.: () -

Extension:

5. FAX No.

E-mail Address:

G. CERTIFICATION

I, _____
Typed or printed name *Title (Required)*

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature: _____ Date: _____
(Use Blue Ink)

Did you complete everything? Use this checklist to be sure!

Are you ready to mail your form to TCEQ? Go to the General Information Section of the Instructions for mailing addresses.

Have you also mailed your check and Payment Submittal Form to the Cashier's office? Go to the end of this document for the Payment Submittal Form.

Customer GP TXR150000 Notice of Intent Checklist	
√	This checklist is for use by the operator to ensure a complete application. Missing information may result in denial of coverage under the general permit. (See NOI Process description in the Instructions)
	Application Fee was sent to TCEQ's Financial Administration and the check information is listed.
√	OPERATOR INFORMATION - Confirm each item is complete: Customer Number issued by TCEQ Central Registry (if you have it) Legal Name as filed to do business in Texas (Call TX SOS 512/463-5555) Operator Mailing Address is complete & verifiable with USPS. www.usps.com Phone Numbers/E-mail Type of Operator (Entity Type) Independent Operator Number of Employees For Corporations or Limited Partnerships - Tax and Filing numbers
	Billing Address is complete & verifiable with USPS. www.usps.com
	Application Contact - a contact person for TCEQ to call is listed
√	REGULATED ENTITY (RE) INFORMATION - Confirm each item is complete: Regulated Entity Reference Number (RN) (if you have it) Site/Project Name/Regulated Entity Site/Project (RE) Physical Address Please do not use a rural route or post office box for a site location Latitude and Longitude http://www.tnrc.state.tx.us/gis/drgview.html or www.teraserver.microsoft.com/advfind.aspx . Standard Industrial Classification (SIC) code http://www.osha.gov/oshstats/sicser.html and business description Indian Country Lands - your answer was NO Site Mailing Address (checked same as operator or gave a complete & verifiable with USPS. www.usps.com)
√	GENERAL CHARACTERISTICS - Confirm each item is complete: Pollution Prevention Plan (PPP) must be "Yes" Area of Land Disturbed (nearest acre) MS4 Operator, Receiving Water Body or Segment
	CERTIFICATION Signature meets 30 Texas Administrative Code (TAC) §305.44 and is original.



Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity under the TPDES General Permit (TXR150000)

General Information and Instructions

GENERAL

INFORMATION

Where to Send the Notice of Intent (NOI):

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Storm Water & Pretreatment Team; MC-228
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Storm Water & Pretreatment Team; MC-228
12100 Park 35 Circle
Austin, TX 78753

It is recommended that the NOI be mailed using a method that documents the date mailed.

TCEQ Contact list:

Application Processing Questions relating to the status and form requirements:	512/239-3700 & E-mail at "swpermit@tceq.state.tx.us"
Technical Questions relating to the general permit:	512/239-4671
Environmental Law Division:	512/239-0600
Central Records for obtaining copies of forms submitted to TCEQ:	512/239-0900
Information Services for obtaining reports from program data bases(as available):	512/239-DATA (3282)
Financial Administration's Cashier's office for receipt of payment:	512/239- 0357 or 512/239-0187

Notice of Intent Process:

When your NOI is received by the program, the form will be processed as follows:

1. Administrative Review: Each item on the form will be reviewed for a complete response. In addition, the operator's legal number must be verified with Texas Secretary of State as valid and active (when applicable). The address on the form must be verified with the US Postal service as an address receiving regular mail delivery (never give an overnight/express mailing address).
 2. Notice of Deficiency: If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness; and if complete,
 3. Acknowledge Coverage: We will mail an Acknowledgment Certificate to the operator. This certificate acknowledges coverage under the general permit.
- or-
- Denial of Coverage: If the operator fails to respond to the NOD, we may deny coverage under the general permit. If coverage is denied, we will notify the operator.

General Permit (Your Permit)

Provisional coverage under the general permit begins two days following the date that the NOI was postmarked. You should have a copy of the general permit when submitting your application. You may view and print the general permit for which you are seeking coverage on the TCEQ web site www.tceq.state.tx.us.

General Permit Forms

The Notice of Intent and Notice of Termination forms (with instructions) are available in Adobe Acrobat PDF format on the TCEQ web site www.tceq.state.tx.us.

Change in Operator

An authorization under the general permit is not transferable. If the operator of the regulated entity changes, the present permittee must submit a Notice of Termination and the new operator must submit a Notice of Intent. The NOT and NOI must be submitted not later than 10 days prior to the change in operator status.

Notice of Change

A Notice of Change letter must be submitted with supplemental or corrected information within 14 days following the time when the operator becomes aware that it failed to submit any relevant facts or incorrect information in the NOI; or the time when relevant facts in the NOI change (i.e. addresses, or phone numbers).

Notice of Termination

A permittee shall terminate coverage under this general permit through the submittal of a NOT when the operator or owner of the facility changes, the discharge becomes authorized under an individual permit, or the use of the property changes and is no longer subject to regulation under this general permit.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. Do not complete and attach a core data form when submitting this application. After final acknowledgment of coverage under the general permit, the program will transfer the core data to the agency Central Registry for assignment of a Customer Number and Regulated Entity Number. You can find this information on our web site at www.tceq.state.tx.us, where you can query the Central Registry under the regulated entity number, or by your permit number under the search field labeled "Additional ID".

Fees are associated with a General Permit

The general permit refers to two different fees that apply to operators required to submit a Notice of Intent (NOI). Payment of the fees may be made by check or money order, payable to TCEQ.

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
P.O. Box 13088
Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
12100 Park 35 Circle
Austin, TX 78753

Application Fee: This is a fee that is required to be paid at the time the NOI is submitted. Failure to submit the payment at the time the application is filed will cause delays in acknowledging coverage or denial of cover under the general permit. This payment must be submitted separately using the Payment Submittal Form. If submitting one check or money order for multiple NOI's, list each site name and location exactly as provided on the NOI.

Annual Water Quality Fee: This is a fee that is assessed to operators with an active authorization under the general permit on September 1 of each year. The operator will receive an invoice for payment of the annual fee in November of each year. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1. It's important for the operator to submit a Notice of Termination (NOT) when coverage under the general permit is no longer required. A NOT is effective on the postmarked date of mailing the form to TCEQ. It is recommended that the NOT be mailed using a method that documents the date mailed.

INSTRUCTIONS FOR FILLING OUT THE FORM

A. OPERATOR (As defined in the general permit.)**1. TCEQ Issued Customer Number (CN)**

TCEQ's Central Registry will assign each customer a number that begins with "CN," followed by nine digits. **This is not a permit number, registration number, or license number.**

- If this customer has not been assigned a Customer Reference Number, leave the space for the Customer Reference Number blank.
- If this customer has already been assigned this number, enter the operator's Customer Reference Number in the space provided.

2. Legal Name

Provide the legal name of the facility operator, as authorized to do business in Texas. The name must be provided exactly as filed with the Texas Secretary of State (SOS), or on other legal document forming the entity that is filed in the county where doing business. You may contact the SOS at 512/463-5555, for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name.

3. Operator Mailing Address

Provide a complete mailing address for this customer to receive mail from the TCEQ. The address must be verifiable with the US Postal Service at www.usps.com for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.

If this is a street address, please follow US Postal Service standards. In brief, these standards require this information in this order:

- # the “house” number—for example, the 1401 in
1401 Main St
- # if there is a direction before the street name, the one- or two-letter abbreviation of that direction (N, S, E, W, NE, SE, SW, or NW)
- # the street name (if a numbered street, do not spell out the number—for example, 6th St, not Sixth St)
- # an appropriate abbreviation of the type of street—for example, St, Ave, Blvd, Fwy, Exwy, Hwy, Cr, Ct, Ln
- # if there is a direction after the street name, the one- or two-letter abbreviation of that direction (N, S, E, W, NE, SE, SW, or NW)
- # if there is a room number, suite number, or company mail code

City, State, and ZIP Code

Enter the name of the city, the two-letter USPS abbreviation for the state (for example, TX), and the ZIP Code. (Enter the full ZIP+4 if you know it.)

Country Mailing Information

If this address is *outside* the United States, enter the territory name, country code, and any non-ZIP mailing codes or other non-U.S. Postal Service features here. If this address is *inside* the United States, leave these spaces blank.

Operator Electronic Communications

4. Phone Number

This number should correspond to this customer’s mailing address given earlier. Enter the area code and phone number here. Leave “Extension” blank if this customer’s phone system lacks this feature.

5. Fax Number and E-mail Address

This number and E-mail address should correspond to operator’s mailing address given earlier. (Optional Information)

6. Type of Operator

Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type:

Individual	is a person and has not established a business to do whatever causes them to be regulated by us.
Sole Proprietorship— D.B.A.	is a business that is owned by only one person and has not been incorporated. This business may: <ul style="list-style-type: none">• be under the person’s name• have its own name (“doing business as,” or d.b.a.)• have any number of employees
Partnership	is a business that is established as a partnership as defined by the Texas Secretary of State’s Office.
Corporation	meets all of these conditions: <ul style="list-style-type: none">• is a legally incorporated entity under the laws of any state or country• is recognized as a corporation by the Texas Secretary of State• has proper operating authority to operate in Texas.
Federal, state, county, or city government (as appropriate)	is either an agency of one of these levels of government or the governmental body itself.
Other	fits none of the above descriptions. Enter a short description of the type of customer in the blank provided.

7. Independent Operator

Check “No” if this customer is a subsidiary, part of a larger company, or is a governmental entity. Otherwise, check “Yes.”

8. Number of Employees

Check one box to show the number of employees for this customer’s entire company, at all locations. This is not necessarily the number of employees at the site named in this NOI.

9. State Franchise Tax ID Number	Corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If this customer is a corporation or limited liability company, enter this number here.
Federal Tax ID	All businesses, except for some small sole proprietors, should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens. Individuals and sole proprietors do not need to provide a federal tax ID.
TX SOS Charter (filing) Number	Corporations and Limited Partnerships required to register with the Texas Secretary of State are issued a charter or filing number. You may obtain further information by calling SOS at 512/463-5555 or www.sos.state.tx.us
DUNS Number	Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If this customer has one, enter it here.
B. BILLING ADDRESS An annual fee is assessed to an operator holding an active authorization under the general permit September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS ensuring it to be an address for delivery of regular mail (not overnight express mail). Also, provide a phone number of the office responsible for payment of the invoice. The operator is the responsible billing client for payment of annual fee.	
C. APPLICATION CONTACT Provide the name, title and communication information of the person that TCEQ can contact for additional information regarding this application.	
D. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE	
1. Regulated Entity Reference Number (RN) This is a number issued by TCEQ's Central Registry to sites regulated by TCEQ (a location where a regulated activity occurs). This is not a permit number, registration number, or license number. <ul style="list-style-type: none"> If this Regulated Entity has not been assigned a Regulated Entity Number, leave the space for the Regulated Entity Number blank. If this customer has already been assigned this number, enter the operator's Regulated Entity Number. 	
2. Site/Project Name/Regulated Entity Provide the name of the site as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity. A regulated entity number will be assigned by Central Registry, if this is a new site (not currently regulated by TCEQ).	
3. Site/Project (RE) Physical Address Enter the complete address of where the site is located. This address must be validated through US Postal Service or your local police (911 service) as a valid address. Please confirm this to be a complete and valid address. In some rural areas, new addresses are being assigned to replace rural route addresses. Please do not use a rural route or post office box for a site location. Provide the county, city and ZIP code of the area where the project/site is located. This information is required to complete the processing of your form.	
4. No Physical Address If a site does not have an actual physical address that includes a street (or house) number and street name, enter NO ADDRESS for the street name. Then provide a complete written location access description. <i>For example:</i> "The site is located 2 miles west from intersection of Hwy 290 & IH35, locate on the southwest corner of the Hwy 290 South bound lane." For projects/sites that includes a large project area, describe the project. <i>For example:</i> "State Highway 45 road project between Highway 620 and IH 35."	

5. Latitude and Longitude

Enter the latitude and longitude of the site in either degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to: <http://www.tnrc.state.tx.us/gis/drgview.html> or www.terraserwer.microsoft.com/advfind.aspx.

6. Standard Industrial Classification (SIC) code

Provide the SIC code that best describes the activity being conducted at the site.

Common SIC Codes related to construction activities include: 1521 Construction of Single Family Homes; 1522 Construction of Residential Bldgs. Other than Single Family Homes; 1541 Construction of Industrial Bldgs. and Warehouses; 1542 Construction of Non-residential Bldgs. other than Industrial Bldgs. and Warehouses; 1611 Highway & Street Construction, except Highway Construction; 1622 Bridge, Tunnel, & Elevated Highway Construction; 1623 Water, Sewer, Pipeline & Communications, and Power Line Construction.

For help with SIC codes, go to: <http://www.osha.gov/oshstats/sicser.html>

7. Description of Activity Regulated

Provide a description of the activity being conducted at the site. This must be a description specific to what you are doing that requires this authorization. (Do not repeat the SIC Code)

8. Indian Country Lands

If your site is located on Indian Country Lands, the TCEQ does not have authority to process your application. You must obtain authorization through EPA, Region VI, Dallas. **Do not submit this form to TCEQ.**

E. SITE MAILING ADDRESS

Provide a complete mailing address to be used by TCEQ for receiving mail at the site. In most cases, the address is the same as the operator. If so, simply place a check mark in the box. If you provide a different address, please verify the address with USPS as noted above for the operator address.

F. GENERAL CHARACTERISTICS

1. Pollution Prevention Plan (PPP)

This plan identifies the areas and activities that could produce contaminated runoff at your site and then tells how you will ensure that this contamination is mitigated. For example, in describing your mitigation measures, your site's plan might identify the devices that collect and filter storm water, tell how those devices are to be maintained, and tell how frequently that maintenance is to be carried out. **You must develop this plan in accordance with the TCEQ general permit requirements. This plan must be developed and implemented before you complete this NOI.** This plan must be available for a TCEQ investigator to review on request.

2. Estimated Area of Land Disturbed

Provide the approximate number of acres that the construction site will disturb. Construction activities that disturb less than one acres, unless they are part of a larger common plan that disturbs more than one acre, do not require permit coverage. Construction activities that disturb between one and five acres, unless they are part of a common plan that disturbs more than five acres, do not require submission of an NOI. Therefore, the estimated area of land disturbed should not be less than five, unless the project is part of a larger common plan that disturbs five or more acres. If the acreage is less than 1, enter 1. "Disturb" means any clearing, grading, excavating, or other similar activities. If you have any questions about this item, please call the storm water technical staff at (512)239-4671.

3. Receiving Water Body

The storm water from your site eventually reaches a receiving water body such as a local stream or lake, possibly via a drainage ditch. The discharge may initially be into a municipal separate storm sewer system (MS4). If applicable, provide the name of the entity that operates the MS4 where the storm water discharges. An MS4 operator is often a city, town, or utility district, but possibly another form of government.

You must provide the name of the water body that receives the discharge from the construction site (a local stream or lake). Storm water may be discharged directly to a receiving stream or through a MS4. If known, please include the segment number if the discharge is to a classified water body.

G. OPERATOR CERTIFICATION

The certification must bear an original signature of a person meeting the signatory requirements specified in under 30 Texas Administrative Code (TAC) §305.44. The printed name and title of the person signing the form must be provided. NOI forms with stamped or copied signatures will not be processed.

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(1) (see below). According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(3) (see below). According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a)(3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512/239-0600.

30 Texas Administrative Code

§305.44. Signatories to Applications.

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

**Texas Commission on Environmental Quality
General Permit Payment Submittal Form**

Use this form to submit your Application Fee.

- Complete items 1 through 4 below:
- Staple your check in the space provided at the bottom of this document.
- Do not mail this form with your NOI form.
- Do not mail this form to the same address as your NOI. Instead, mail this form and your check to:

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
P.O. Box 13088
Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
12100 Park 35 Circle
Austin, TX 78753

To confirm receipt of payment, call the Cashier's office at 512/239- 0357 or 239-0187.

Fee Code: **GPA**

General Permit: **TXR150000**

1. Check / Money Order No:

2. Amount of Check/Money Order:

3. Date of Check or Money Order:

4. Name on Check or Money Order:

5. NOI INFORMATION

If the check is for more than one NOI, list each Project/Site (RE) Name and Physical Address exactly as provided on the NOI. **DO NOT SUBMIT A COPY OF THE NOI WITH THIS FORM AS IT COULD CAUSE DUPLICATE PERMIT ENTRIES.**

See Attached List of Sites *(If more space is needed, you may attach a list.)*

Project/Site (RE) Name:

Project/Site (RE) Physical Address:

Staple Check In This Space